

Valley Forge National Historical Park
1400 North Outer Line Drive
King of Prussia, PA 19406-1009
Long Form Application for Photography/Filming Permit

Please supply the information requested below. Attach additional sheets, if necessary, to provide required information. This information is required to evaluate your permit request. Allow thirty (30) days for processing. **A non-refundable processing fee of \$75.00, in the form of a check made out to the National Park Service, is required and must accompany this application.** You will be notified of the disposition of the application and the necessary steps to secure your final permit. There may be additional fees charged, including a location fee, and you will be required to provide proof of liability insurance.

Applicant:	Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax #:
Email:	Email:

Project name:	Producer:
Type of project:	Photographer:
Location manager:	Director:
Telephone #:	Insurance company:
Cell phone #:	

TYPE OF PROJECT:

- ☐ Stills, editorial ☐ Stills, advertising ☐ stills, other ☐ stock photo/video/film
- ☐ Feature Film /TV Movie ☐ TV Series/Pilot ☐ Documentary/Travelogue ☐ Commercial
- ☐ Music Video ☐ Public Service Announcement ☐ Infomercial ☐ Industrial
- ☐ Other, explain _____

Will there be sound recording ☐ Yes ☐ No Night work : ☐ No ☐ Yes, explain

SUMMARY OF SCENE(S) (attach additional pages if needed):

SHOOTING SCHEDULE BY LOCATION:

DATE	LOCATION	Start Time	End Time	Interior or Exterior	FILM	PREP	STRIKE	# of cast & crew
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Set dressing or other structures proposed: ☐ No ☐ Yes, explain

ATTACH ADDITIONAL PAGES FOR INFORMATION NEEDED TO EVALUATE YOUR PERMIT REQUEST INCLUDING: set construction, parking, sanitary facilities, crowd control, emergency medical plan, off-road activity, trail use, or use of any building and site clean up. Include a proposed Site Plan(s).

Electrical needs, explain _____ Generator: ☐ No ☐ Yes, size _____

Lighting: ☐ None ☐ Reflectors only ☐ Yes (explain)

Road: _____ Date/time: _____ ☐ Closure requested

☐ Running shots ☐ Driving shots ☐ Drive-bys ☐ Tow shots ☐ Drive-ups & Away ☐ Wet down road

☐ Camera/Equipment on Road Shoulder ☐ Camera/Equipment on median ☐ Other (explain)

OPERATIONAL INFORMATION:

Number of Personnel and Vehicles:

Total Cast & Crew _____ Personal Cars _____ Large Trucks _____ Other Trucks _____ Vans

Camera Car _____ Picture Cars _____ Motor homes _____ Dressing Rooms

Other Vehicles (explain)

Base Camp location:

Catering Co. Name _____ Phone # _____

SPECIAL ACTIVITIES:

Children: ☐ None ☐ Yes # of Children _____ Age Range _____

Animals: ☐ None ☐ Yes (explain)

Trainer Name: _____ Phone #: _____

Aircraft: ☐ No ☐ Yes (explain)

Special Effects: (identify)

Effects Technician Name: _____ Phone # _____

License # (if applicable) _____ Permit # (if applicable) _____

Stunts: (explain)

Coordinator _____ Phone # _____

Any other unusual or hazardous activities, explain

Person on location responsible for company's adherence to all terms & conditions of a Film Permit:

Name: _____ Title: _____ Phone: _____

Person on location responsible for coordinating activities with the NPS:

Name: _____ Title: _____ Phone: _____

Person at the company office to contact for follow up information and billing:

Name: _____ Title: _____ Phone: _____

I hereby state that the above information given is complete and correct, and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant/production company and the project described above.

Signature _____ Title _____ Date _____

Company Name _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$75.00 made payable to **National Park Service**. Application and administrative charges are non-refundable.

Return this application to: SUP Permit Coordinator: Kimberly Szewczyk
Valley Forge National Historical Park
1400 North Outer Line Drive, King of Prussia, PA 19406-1009
Phone (610) 783-1014 Fax (610) 783-1053

Note that this is an application only, and does not serve as permission to conduct a filming project or any other use of the park. If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event.

The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 60 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (org. code 2460), Washington, D.C.

CONDITIONS OF THIS PERMIT

1. The permittee shall exercise this privilege subject to the supervision of the Superintendent, and shall comply with all applicable laws and regulations of the area.
2. Damages - The permittee shall pay the United States of America for any damage resulting from this use which would not reasonably be inherent in the use which the permittee is authorized to make of the land described in this permit.
3. Benefit - Neither Members of, nor Delegates to Congress, or Resident Commissioners shall be admitted to any share or part of this permit or derive, either directly or indirectly, any pecuniary benefits to arise therefrom: Provided, however, that nothing herein contained shall be construed to extend to any incorporated company, if the permit be for the benefit of such corporation.
4. Assignment - This permit may not be transferred or assigned without the consent of the Superintendent, in writing.
5. Revocation - This permit may be terminated upon breach of any of the conditions herein or at the discretion of the Superintendent.
6. The permittee is prohibited from giving false information; to do so will be considered a breach of conditions and be grounds for revocation [Re: 36 CFR 2.32(a)(4)].
7. Permittee will comply with applicable public health and sanitation standards and codes.
8. All sidewalks, walkways, and roadways must remain unobstructed to allow for the reasonable use of these areas by pedestrians, vehicles and other park areas.

9. No fee collections or donations may be solicited or accepted, and the selling of pamphlets or any similar material is prohibited within the boundary of Valley Forge National Historical Park.
10. All promotional and informational material related to this event shall be reviewed by the Superintendent prior to its release.
11. Good order and proper decorum shall be maintained by those persons conducting and participating in this event. Neither will public safety and general welfare be endangered by those persons conducting and participating in this event.
12. Smoking is prohibited in all historic structures and the Park Visitor Center at all times. No fireworks of any kind will be lit or shot off during this event.
13. This permit is issued only for the use of the area designated and does not include permission for activities outside the park or on private property within the park.
14. Unless specifically stated, this permit does not give exclusive use of the designated area and facilities such as picnic tables. Picnic tables are on a first come first use basis. No reservation of tables or "saving" of tables is permitted.
15. The area shall be left in the same condition as prior to your event and all litter, trash and equipment will be removed from park property by the permittee before expiration of the permit.
16. All sound amplification equipment shall be limited so that it will not unreasonably disturb non-participating persons in the immediate area, or in the vicinity of the area.
17. The building or area to be used shall remain open to the public during regular hours and interference with visitors will be kept at a minimum as determined by the National Park Service Official in charge.
18. If commercial television or photo coverage other than bonafide press coverage is to be part of the program, a Valley Forge National Historical Park filming permit is required.
19. The release of helium balloons is prohibited. The permittee is subject to penalty for any balloons used during the event that are lost whatever the cause.
20. No structure of any kind may be erected without prior approval of the park superintendent. Examples would include tents and shade canopies or a stage.
21. No alcoholic beverages are permitted within the boundary of Valley Forge National Historical Park.
22. All posted signs must be removed after event is completed.
23. Any future application for a special park use may not be considered if not received 90 days prior to the event.
- 24.. All liability policies shall specify that the insurance company shall have no right of subrogation against the United States of America or shall name the United States of America as "additionally insured" and in that event shall provide that the insurance company shall have no recourse against the Government for payment of any premium or assessment. A certificate of insurance indicating that the required insurance is in effect shall be provided by the permittee to the Superintendent prior to the commencement of any activities authorized under this agreement.
25. The National Park Service reserves the right to immediately revoke this permit at any time should it reasonably appear that the public gathering presents a clear and present danger to the public safety, good order or health, if damage to resources or facilities is threatened, or if any conditions of this permit are violated.
26. This agreement is made upon the express condition that the United States of America, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or persons or property of the Permittee of any kind whatsoever, whether to the person or property of the Permittee, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Permittee in connection herewith, and the Permittee hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.